

Texas State Vehicle Fleet Management Plan



**Developed by the
Office of Vehicle Fleet Management,
Texas Procurement and Support Services
Comptroller of Public Accounts
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Table of Contents

Executive Summary	1
Statutory Authority	1
Plan Scope	1
Plan Administration	2
Plan Maintenance	2
Plan Organization	2
<i>Figure 1: Fleet Vehicle Life Cycle</i>	<i>3</i>
Office of Vehicle Fleet Management	4
Phase I: New Vehicle Requirement/Replacement Analysis	5
Inputs:	5
Agency Activities	5
<i>Conduct Fleet Right Sizing Evaluation</i>	<i>5</i>
<i>Develop a Fleet Assessment Report</i>	<i>6</i>
Associated Policies and Guidelines	6
<i>Disposal of State Vehicles</i>	<i>8</i>
Best Practices	8
<i>Vehicle Replacement and Disposal</i>	<i>8</i>
Outputs	8
Phase II: Budgeting	9
Inputs	9
Agency Activities	9
<i>Develop Business Case</i>	<i>9</i>
<i>Request Funds in Legislative Appropriations Request</i>	<i>10</i>
Outputs	10
Phase III: Acquisition	11
Inputs	11
Agency Activities	11
<i>Acquire Vehicle</i>	<i>11</i>
Associated Policies and Guidelines	12
<i>Operational Fleet Size</i>	<i>12</i>
<i>Required Motor Pools</i>	<i>12</i>
Outputs	13
Phase IV: Vehicle Preparation	14
Inputs	14
Agency Activities	14
<i>Receive Vehicle Into Fleet</i>	<i>14</i>
<i>Register Vehicle</i>	<i>14</i>
<i>Prepare/Retrofit Vehicle</i>	<i>14</i>
<i>Assign Vehicle</i>	<i>14</i>
<i>Create Vehicle Record in TxFS</i>	<i>14</i>
Associated Policies and Guidelines	15
<i>Individual Administrative or Executive Employee Vehicle Assignment</i>	<i>15</i>
Outputs	15
Phase V: Fleet Operations	16
Inputs	16
Agency Activities	16
<i>Develop Agency Policies and Procedures</i>	<i>16</i>
<i>Agency Staffing Responsibilities</i>	<i>17</i>
<i>Vehicle Maintenance and Repair</i>	<i>17</i>
<i>Roadside Assistance</i>	<i>18</i>

<i>State Vehicle Inspection</i>	18
<i>Trip Logging</i>	18
<i>Driver Eligibility</i>	18
<i>Vehicle Use and Safety</i>	18
<i>Vehicle Fueling</i>	18
<i>Insurance / Accident Claim Coordination</i>	19
<i>Maintain Vehicle Information In TxFS</i>	19
Associated Policies and Guidelines	20
<i>Fleet Reporting Requirements</i>	20
<i>Low-Emission Vehicles Purchase Requirements</i>	20
<i>Alternative Fuel Vehicle 50 Percent Fleet Size Requirement</i>	20
<i>Alternative Fuel Vehicle 80Percent Fuel Consumption Requirement</i>	21
<i>Alternative Fuel Waivers</i>	21
<i>Retail Fuel Card Contract</i>	22
<i>Bulk Fuel Contract</i>	22
<i>Other Gasoline Fuels</i>	22
Best Practices	23
<i>Fleet Operator Guidelines</i>	23
<i>Communications</i>	23
<i>Vehicle Use</i>	25
<i>Motor Pool Management</i>	25
<i>Shop Management</i>	25
Outputs	26
Phase VI: Fleet Management	27
Inputs	27
Agency Activities:	27
<i>Data Analysis and Reporting</i>	27
Associated Policies and Guidelines	27
<i>Fleet Reporting Requirements</i>	27
Best Practices	28
<i>Fleet Management</i>	28
Outputs	28
Texas Fleet System (TxFS)	29
System Description	29
Required Reports	29
State Agency Reporting	29
Data Elements	29
User Group	29
Documentation and Training	30
Annual Support Fee	31
Appendix A: Fleet Management Reporting Requirements	32
Required Data Elements	32
Optional Data Elements	36
Appendix B: Definitions	38

Executive Summary

Statutory Authority

Texas Government Code, Chapter 2171, Subchapter C, §2171.104, requires the Office of Vehicle Fleet Management (OVFM), as directed by the State Council on Competitive Government (CCG), to develop a management plan with recommendations for improving the administration and operation of the state's vehicle fleet. The State Vehicle Fleet Management Plan ("the Plan") addresses each component specified in, and provides additional direction to implement provisions of the statute.

Additionally, OVFM is statutorily required to provide a Biennial Report of the fleet to the Legislature not later than January 1 of each odd-numbered year. This shall include the status of each agency's fleet and recommendations to improve agency fleets.

Further statutory authority for the Plan and OVFM administration is found in Chapters 2158, 2171 and 2175 of the Texas Government Code. CCG authority is codified in Texas Government Code Chapter 2162. These codes can be found online at <http://www.statutes.legis.state.tx.us/>.

Plan Scope

The Plan applies to all state-owned vehicles. Leased vehicles may have different reporting requirements than state-owned vehicles. The Plan addresses:

- The number and types of vehicles owned by each agency and the purpose each vehicle serves
- Procedures to increase vehicle use and improve the efficiency of the state vehicle fleet
- Procedures to reduce the cost of maintaining state vehicles
- Lower-cost alternatives to using state-owned vehicles
- Opportunities for consolidating and privatizing the operation and management of vehicle fleets in areas where there is a concentration of state agencies, including the Capitol Complex and the Health and Human Services Complex in Austin

All vehicles purchased with state-appropriated funds are subject to all requirements of the Plan. Agency vehicles purchased with non-appropriated funds (such as federal or local funds) are subject to all requirements of the Plan except minimum use criteria. Institution of Higher Education vehicles purchased with non-appropriated funds are exempt from all Plan requirements but must adhere to the Plan's reporting requirements to satisfy Texas Government Code Section 2171.101. Donated vehicles that are incorporated into an agency's fleet shall follow the same guidelines as those purchased with non-appropriated funds.

Vehicles used for law enforcement purposes, including pursuit and emergency vehicles, are required to adhere to all data collection and agency reporting requirements of the Plan but are exempt from all other plan requirements. Agencies utilizing covert and seized vehicles in the conduct of law enforcement duties shall maintain data on these vehicles. The data on these covert and seized vehicles is not required to be maintained in the Texas Fleet System (TxFS), the state's web-based fleet reporting and management system, but an accurate count of these vehicles shall be made available to OVFM upon request.

Vehicles acquired or used specifically for vehicle industry research (such as crash tests and alternative fuel studies) or vocational training programs are not considered part of an agency's fleet and are exempt from Plan requirements.

Plan Administration

In accordance with Texas Government Code 2171.104, OVFM shall develop and maintain the Plan with the assistance of the Texas Department of Transportation, Department of Public Safety, Texas Department of Mental Health and Mental Retardation (now represented by HHSC), Parks and Wildlife Department and the Texas Department of Criminal Justice. The Texas Procurement and Support Services Division (TPASS) of the Comptroller of Public Accounts (CPA) invited the University of Texas at Austin and Texas A&M University to participate in maintenance of the Plan as representatives of Texas institutions of higher education. These agencies and universities shall be referred to as the Plan Work Group in this document.

Plan Maintenance

OVFM shall review the Plan annually with the assistance of Plan Work Group as specified in Texas Government Code Section 2171.104 (b) and participating university fleet managers in order to make recommendations to CCG for any changes. OVFM may periodically recommend best practices for implementation by state agencies and institutions of higher education be incorporated in the Plan.

Plan Organization

This plan is organized to reinforce a Fleet Vehicle Life Cycle management process and provides recommendations on how agencies may standardize their respective Fleet Vehicle Life Cycle management processes. This process incorporates all major facets of vehicle life cycle management from needs determination to retirement of the acquired vehicle. Agencies are encouraged to adopt this life cycle as the basis for their agency plans.

Figure 1 provides agencies with a graphic representation of the Fleet Vehicle Life Cycle summarizing key phases of the life cycle that will be utilized as the overall organizational structure for this plan. Each section of the plan provides agencies with a summary of the phase of the Fleet Vehicle Life Cycle, and provides an overview of key inputs, processes, Associated Policies and Guidelines, best practices and outputs, where applicable, for each phase.

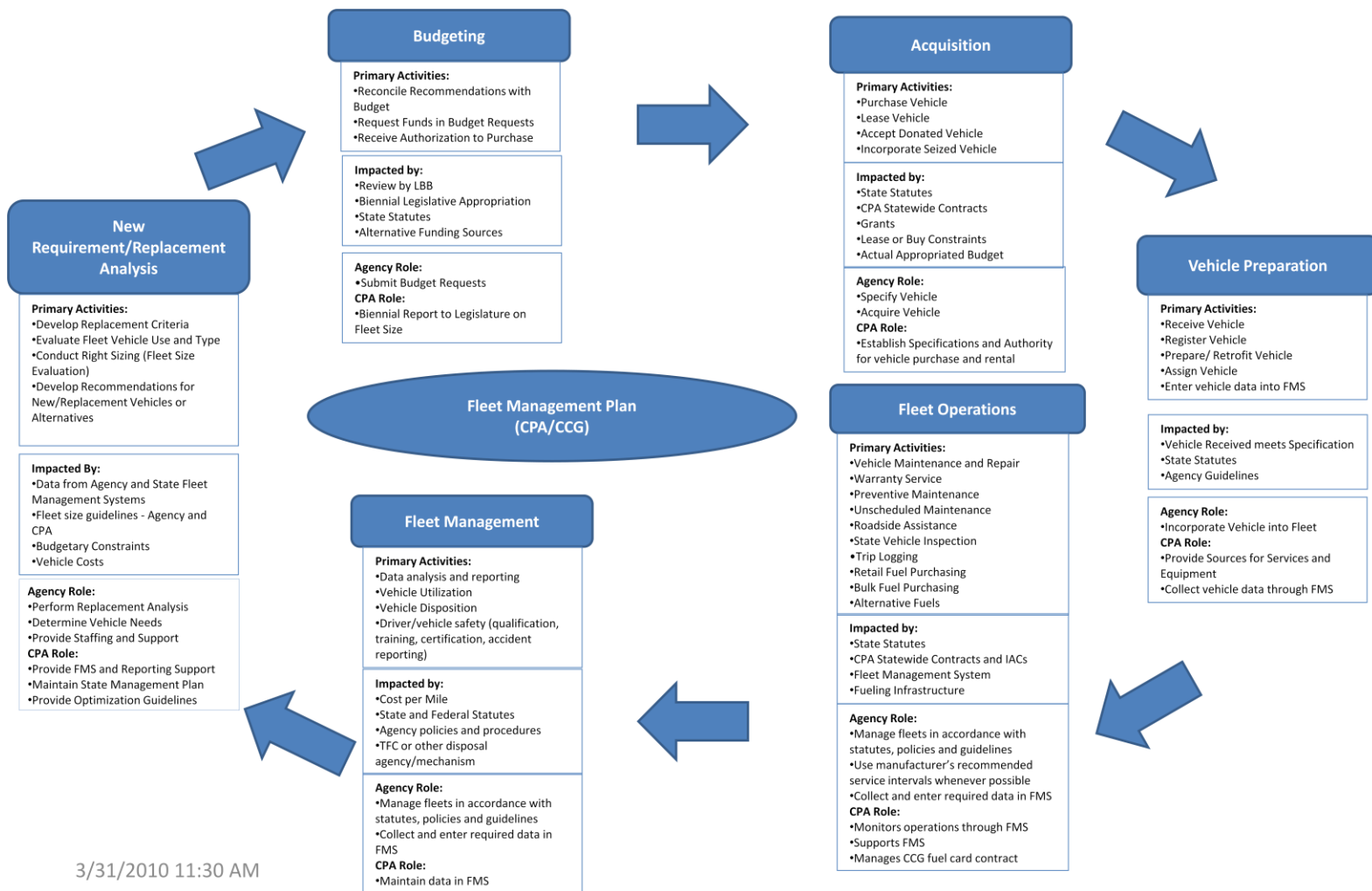


Figure 1: Fleet Vehicle Life Cycle

Office of Vehicle Fleet Management

The Texas Procurement and Support Services (TPASS) Office of Vehicle Fleet Management (OVFM) section plays a central role in the support of the Fleet Vehicle Life Cycle.

Key functions of the OVFM include:

- Develop and submit all statutorily required reports to the Legislative Budget Board (LBB)
- Create and implement the state fleet management plan with CCG approval and with the Fleet Plan Work Group, review the Plan annually
- Collect and analyze fleet data
- Establish, implement and monitor state fleet management guidelines
- Assist as needed in the development of reports for state agencies
- Serve as liaison between TPASS and agencies for fleet reporting and other fleet management related responsibilities
- Assist, within capabilities, in developing contracts to provide for acquisition of low emissions vehicles and other fleet related commodities and services
- Offer fleet management support through publications, the OVFM web site, meetings including an annual conference, and other forms of communication as needed
- Identify and share best business practices for fleet management activities

Phase I: New Vehicle Requirement/Replacement Analysis

In this phase of the Fleet Vehicle Life Cycle agencies are tasked with evaluating their fleet to determine if the number and types of vehicles currently deployed in the fleet are meeting the agency mission. Agencies should utilize data from both internal and external sources, as well as established criteria, policies and procedures to perform a detailed analysis of the fleet toward this effort.

Inputs:

- Internal data related to agency fleet vehicles
- TxFS data related to agency fleet vehicles
- Agency established policies, procedures, criteria or best practices

Agency Activities

Perform a Vehicle Replacement Evaluation

Agencies should evaluate their fleet vehicles to determine which vehicles need to be replaced in accordance with establish agency replacement policies. Agencies should evaluate the entire fleet to identify vehicles meeting the agency's established replacement criteria, or vehicles with excessive repair, maintenance, or operating costs.

Agencies should utilize all available data on agency fleet vehicles, including internally tracked data and data available in TxFS, in evaluating vehicles for replacement.

Conduct Fleet Right Sizing Evaluation

Agencies are encouraged to perform fleet "rightsizing" or optimization evaluations to help determine their appropriate fleet size and composition. Factors to consider in sizing an agency's fleet (in terms of both overall number of vehicles and vehicle type) are the agency's mission and whether the need will be short-term (perhaps met by rentals or unassigned motor pool units) or long-term (perhaps met by lease or purchase). When conducting a "rightsizing" or optimization evaluation, one of the main factors considered should be whether the vehicle is being fully utilized; if it is not, then the vehicle should be considered for reassignment or disposal.

In analyzing fleet composition, agencies should evaluate the vehicle application, number of passengers typically carried, special needs of the operator, and any limiting factors (i.e., towing, payload, seasonal use) of current vehicles.

Develop a Fleet Assessment Report

Agencies should document findings derived from the Vehicle Needs Evaluation and Right Sizing Evaluation in a report. The report should outline recommendations for replacement, realignment or disposal of existing agency fleet vehicles and any identified needs for new fleet vehicles. The report should include details of the analyses performed, and policies, criteria and/or best practices used in developing recommendations.

Development of a vehicle replacement plan that addresses both short and long-term replacement needs helps agencies to prevent and/or eliminate backlogs of deferred replacements and provides management with a predictable level of annual funding requirements.

Associated Policies and Guidelines

Vehicle Utilization and Minimum Use

Per Government Code, 2171.105, this section does not apply to Institutions of Higher Education.

Minimum use guidelines apply only to vehicles with a Primary Purpose of Staff and are established to ensure agencies are getting the optimal use for their vehicles in the Staff Vehicle category. The minimum mileage target for Staff vehicles (sedans, carryalls, vans and other vehicles intended primarily for carrying passengers) is 10,000 miles annually. OVFM shall develop and distribute agency-specific semi-annual reports, based on reported fleet data, to flag vehicles that have accumulated less than the minimum mileage for the designated reporting period. This minimum mileage amount may be amended by OVFM with CCG approval. OVFM may establish other suitable minimum use criteria for specific agencies when appropriate.

The intent of this requirement is to call attention to vehicles that may not be fully utilized. It is not to direct agencies to drive vehicles solely for the purpose of putting mileage on them to attain a minimum mileage level. The six month reports will assist agencies evaluating their staff vehicle utilization to ensure that all staff vehicles are being effectively used and identify staff vehicles which do not meet the annual utilization requirement.

The following vehicles are exempt from minimum use criteria:

- Vehicles with a manufacturer's Gross Vehicle Weight Rating (GVWR) of more than 8,500 pounds;
- Vehicles purchased with federal or local funds; and
- Vehicles granted waivers by OVFM.

Agencies will have 60 days from the OVFM end of fiscal year report date to submit written justification for retaining vehicles that fail to meet minimum mileage criteria. Extensions may be granted by OVFM for agencies to justify special use vehicles not identified in the Exemptions list.

Agency justification information for OVFM review may include, but is not be limited to:

- How does the vehicle help accomplish the core mission of the agency?
- What services are provided through use of the vehicle?
- What is the primary function of the vehicle and how does this relate to the core function of the agency?
- Is the vehicle campus- or complex-bound? If so, how many trips per day or a day per month is the vehicle used?
- How many passengers per month are carried?
- How many trips per month are logged?
- What is the cost to rent a comparable vehicle for the same number of days or trips compared to the cost of ownership?

OVFM may provide waivers for specific time periods for individual vehicles based on justification information submitted by an agency.

OVFM may grant a lifetime waiver to a vehicle determined to be so unique in its function or design that an agency is unable to use the vehicle for any other purpose or to rotate the vehicle within the fleet.

No waivers will be granted for motor pool assigned vehicles.

Should OVFM disagree with an agency's justification, it will provide the agency a written rationale for the disapproval.

Replacement Guidelines

The following guidelines provide criteria for routine vehicle replacement.

Replacement following these guidelines is intended to minimize fleet capital and operating costs.

Passenger vehicles should be evaluated for replacement when they reach nine (9) years of service and accrue 100,000 miles. Cargo vehicles should be replaced when they reach 10 years of service and accrue 110,000 miles.

For a more comprehensive set of guidelines, see the [Texas Department of Transportation's equipment replacement model \(TERM\)](http://www.window.state.tx.us/procurement/tools/TXDOT_TermSummaryandModel.pdf)

(http://www.window.state.tx.us/procurement/tools/TXDOT_TermSummaryandModel.pdf) that uses age, usage and repair costs for vehicle replacement decisions.

Fleet managers may make exceptions to the replacement guidelines on a case-by-case basis. For example, vehicles may be replaced sooner if they incur excessive maintenance or repair costs or may be retained longer if they have unusually low maintenance costs. Specialized equipment, such as heavy highway construction equipment, may require the use of customized replacement guidelines.

Disposal of State Vehicles

Agencies shall dispose of vehicles through standard state surplus and salvage property disposal means as directed by Government Code, Chapter 2175. Agencies shall document disposal of vehicles in TxFS using the vehicle status code. A leased vehicle is not subject to these requirements at the termination of the lease period because it is not a purchased and capitalized asset.

Best Practices

Vehicle Replacement and Disposal

- Establish clear replacement criteria for each types of fleet vehicles maintained by the agency based on the guidelines provided
- Dispose of surplus vehicles promptly, in accordance with state surplus property procedures. The longer they sit, the more they depreciate.
- Prepare vehicles for disposal by using the least amount of resources for the best sales price. If you can use inmate labor or part-time student labor to clean and refurbish vehicles to be sold, you may be able to sell a vehicle for considerably more than it would sell for otherwise.

Outputs

- Report providing recommendations for recommendations for realignment or replacement of existing fleet vehicles or procurement of new fleet vehicles
- Associated analysis documentation providing an overview of the analysis performed and the policies, procedures or criteria utilized in developing the report recommendations

Phase II: Budgeting

In this phase of the Fleet Vehicle Life Cycle agencies are tasked with reconciling the recommendations derived from the analysis performed in Phase I with the available agency budget in an effort to construct a fleet related budget request. Agency fleet managers and staff should work closely with agency management and budget staff to be certain to meet all requirements, both internal and external, to properly prepare their biennial budget request for inclusion in the Legislative Appropriations Request (LAR).

Inputs

- Fleet Assessment Report
- Available agency fleet budget

Agency Activities

Develop Business Case

The budget process is the primary method of requesting funding to purchase vehicles. Steps agencies should consider in developing a business case for requesting vehicle purchase funding in their biennial LAR are:

- Review recommendations from the agency Fleet Assessment Report
- Determine the number and types of vehicles to be replaced over the next biennium, acquire pricing for those vehicles and formulate an estimate of the amount of funding needed to replace those vehicles.
- Determine if the types of vehicles considered for acquisition meet the current statutory requirements for alternative fuel usage and greenhouse gas emissions ratings.
- Determine if appropriate funding is included in the agency's base budget or whether an exception item request is necessary.

Agencies should make all efforts to avoid adding new vehicles to their fleet and should consider the following when contemplating adding vehicles:

- Can an existing vehicle be reassigned to fill the need;
- Will the vehicle meet minimum use requirements where applicable; and/or
- Is there is a cost savings (e.g., normally a personally owned vehicle is used, but it is more cost effective to provide a state-owned vehicle rather than reimburse for mileage).

Agencies should note that additional vehicles should only be requested in those instances outlined in "Operating Fleet Size" located in the Phase III section of this Plan.

Request Funds in Legislative Appropriations Request

Once the agency has developed its business case and funding needs, the agency's management and budget team will prepare the agency's LAR and submit it to the Legislative Budget Board (LBB). If there is a need to request vehicle replacement funding on an exception item request, the agency will prepare any required justifications for inclusion in the LAR.

The LBB is responsible for reviewing state agencies' budget requests and presenting them to the Legislature for consideration. Occasionally, agencies may request a meeting with the LBB prior to LAR submission, to discuss any concerns and to provide additional information and background on certain requests.

An agency's budget request is presented to the Legislature by the LBB for review, approval and inclusion in the General Appropriations Act, which defines each state agency's budget. Authorization to purchase vehicles and the dollar amount for each fiscal year of the biennium will be included in each agency's capital budget. The Legislature may place certain restrictions on how the agency spends these funds. Usually these directives will be communicated to agencies' management during the legislative process.

Outputs

- Approved General Appropriations Act with agency authority to acquire fleet vehicles

Phase III: Acquisition

In this phase of the Fleet Vehicle Life Cycle agencies are tasked with acquiring fleet vehicles authorized through the budget process, in the most cost effective manner available, that meets agency needs.

Inputs

- Approved General Appropriations Act with agency authority to acquire fleet vehicles

Agency Activities

Acquire Vehicle

Agencies should identify the specifications of the vehicle needed and seek to acquire that vehicle in the most cost effective manner available. Options for acquisition include:

- Purchase through Term Contract or other approved method
- Purchase of surplus or seized vehicles
- Acceptance of a donated vehicle.

Agencies should note that the TPASS maintains Term Contracts for fleet vehicles of all kinds including automobiles, law enforcement vehicles, trucks, and dump trucks. TPASS also maintains Term Contracts for automobile and truck accessories, automobile and truck maintenance items, and replacement parts. Agencies are encouraged to work closely with TPASS in acquiring fleet vehicles to be sure they are getting the best value for the vehicle they are attempting to acquire.

Agencies should also be sure to consider alternatives to vehicle acquisition including:

- Leasing of vehicles. Agencies should perform a detailed buy-versus-lease study prior to entering into a lease arrangement to ensure the most cost-effective method of acquisition is utilized. Vehicles leased by agencies or institutions shall be subject to all data collection and use requirements of the Plan. Exceptions may be granted through waivers approved by OVFM if other than appropriated funds are used for the lease.
- Rental of vehicles. It is highly recommended that rentals be used only to meet temporary, short-term, and/or seasonal requirements. Agencies should consider vehicle acquisition if the requirement for transportation is on-going. Vehicles rented by agencies for short term requirements (generally shorter than one month or for a specific requirement, e.g. contingency operations) are not subject to data collection and Plan requirements.
- Use of utility carts instead of licensed vehicles where appropriate. Utility or golf cart type vehicles can be useful instead of trucks or other licensed vehicles when used exclusively in campus or complex environments.

- Outsourcing general transportation vehicles. It may be more cost effective to outsource general transportation or a special purpose vehicle through a contracted rental vehicle agency on an as-needed basis rather than to own such a vehicle.
- Mileage reimbursement for the use of personal vehicles when this option is more cost effective.

OVFM shall conduct reviews at the request of CCG of the feasibility of alternatives to state-owned vehicles, including leased and rental vehicles and reimbursement for the use of employee owned vehicles. Review findings shall be presented to the Council.

Associated Policies and Guidelines

Operational Fleet Size

Agencies shall not exceed their current approved operational fleet size except in cases of legislatively mandated program changes, federal program initiatives, or need resulting from program growth or changes. In order to maintain compliance with fleet size guidelines, agencies shall electronically submit to OVFM documentation to support the need to increase their operational fleet size. OVFM will provide a standardized means for reporting operational fleet size increases, maintain those records and adjust the operational fleet size in TxFS.

Should those legislated program changes, federal initiatives or program growth changes cease or be reduced, agencies must notify OVFM and return to their previously approved fleet size by the end of the fiscal year or within six months of termination of the program change, initiative or other documented need, whichever is later.

OVFM will evaluate agency fleet size at the end of each fiscal year and adjust the operational fleet size as required.

OVFM shall monitor fleet size through semi-annual and other operational fleet size reports from TxFS to ensure agencies remain at or below their current approved fleet size. Should an agency be determined to be over its operational fleet size at the end of the fiscal year, the agency shall have six months to make the necessary adjustment to return to its previously approved operational fleet size. OVFM will provide this information by comparing vehicle program changes submitted by the agency with the agency's current operational fleet size.

OVFM will instruct each agency to return its fleet to the previously approved operational fleet size if the agency remains over its fleet size without sufficient documentation.

Required Motor Pools

Agencies not currently operating motor pools shall form motor pools consisting of all vehicles not assigned to field employees. Field employees are employees whose regular duties require work in locations other than agency headquarters or regional offices and who regularly require a vehicle for ongoing daily duties. Agencies shall review, on a regular basis, the use of all field vehicles and implement opportunities for reduction/consolidation or establishment of motor pools or other sharing mechanisms for field employees.

Pool vehicles shall be available for checkout as needed and as available. Consistently underused pool vehicles shall be evaluated for reassignment or possible transfer or disposal by the owning agency.

OVFM may periodically evaluate opportunities to consolidate multiple agency motor pools within the same geographic area, including the Capitol Complex and the Health and Human Services Complex and report the findings of these reviews to the CCG. Use of state motor pools, whether for individual agencies or consolidated efforts among two or more state agencies, is encouraged to increase vehicle use and improve the efficiency of the state fleet.

Agencies with existing motor pools shall require use of pool vehicles whenever possible, rather than relying on rental vehicles or employee reimbursement for use of personal vehicles, except in cases where pool vehicles are unavailable or there is a more cost-effective alternative. Motor pools may be located within different agency organizational entities such as divisions, regions, districts or other subordinated groups.

Outputs

- Agency acquired fleet vehicle or alternative

Phase IV: Vehicle Preparation

In this phase of the Fleet Vehicle Life Cycle agencies are tasked with preparing the vehicle, as necessary, for active use in the agency fleet. This includes the addition of such equipment as radios, computers, emergency lights, logos, decals and painting. An agency should allow for the necessary preparation time to ensure all added equipment and features are installed and tested properly.

Inputs

- Agency acquired fleet vehicle or alternative

Agency Activities

Receive Vehicle Into Fleet

Agency personnel must inspect and accept vehicle into the agency fleet. Special care should be taken to make certain that the vehicle meets all specifications requested during acquisition process prior to accepting the vehicle.

Register Vehicle

Agencies are required to keep agency vehicles properly registered with the State. Agencies must submit paperwork to their local titling authority, based on assigned location, to obtain title and license. Where applicable, alternative fuel permits shall be obtained as required.

Prepare/Retrofit Vehicle

Prior to placing vehicles into active use in the fleet, agencies should make the vehicle ready for service by installing any required aftermarket equipment and applying agency required logos.

Assign Vehicle

Agencies are required to assign the fleet vehicle to a specific using location, organizational unit and/or individual in an effort to properly account for, track and monitor the vehicle.

Create Vehicle Record in TxFS

Agency fleet managers or assigned agency staff are required to establish a vehicle record in the TxFS system prior to placing the vehicle into active use in the agency fleet.

Associated Policies and Guidelines

Individual Administrative or Executive Employee Vehicle Assignment

Assignment of a vehicle to an individual administrative or executive employee on a permanent or daily basis is prohibited without written documentation on file with the agency signed by the agency's executive director stating that the assignment is critical to the mission of the agency.

An agency assigning a vehicle to an individual administrative or executive employee shall report the following information for inclusion in TFS:

- Vehicle identification number, license plate number, year, make and model
- Name and position of the individual to whom the vehicle is assigned (except in case of law enforcement officers where disclosure of this information could jeopardize the individual's safety or security)
- Justification of the assignment with regard to the mission of the agency or institution.

The name and job title of each state officer or employee authorized to use a state owned or state leased vehicle and the reasons for the authorization shall be reported in the agency's annual report as directed by Texas Government Code 2113.013.

Outputs

- Agency fleet vehicle prepared for active use in agency fleet
- Accurate fleet record in TxFS system

Phase V: Fleet Operations

In this phase of the Fleet Vehicle Life Cycle agencies are tasked with operating the agency fleet in accordance with state statutes, and state and agency policies and guidelines.

Inputs

- Agency fleet vehicle prepared for active use in agency fleet
- Accurate fleet record in TxFS system
- Vehicle manufacturer's recommended service interval schedule

Agency Activities

Develop Agency Policies and Procedures

All agencies operating fleet vehicles shall maintain written policies and procedures governing operations. These policies and procedures shall be submitted to OVFM electronically or be made available online to affirm that appropriate policies and procedure are maintained and kept current in order for the agency to retain its vehicle purchasing authority. Agencies and institutions are encouraged to adopt practices specific to their fleets. Any additional policies and procedures must be consistent with the requirements of the plan. Vehicle operation policies and procedures shall address, but are not limited to:

- Driver eligibility;
- Use of personally-owned vehicles;
- Vehicle acquisition;
- New vehicle delivery and acceptance;
- Vehicle replacement schedules;
- Disposal of used vehicles;
- Preventive maintenance;
- Vehicle cleaning;
- Warranty tracking;
- Repairs;
- Safety training and accident reporting;
- Traffic violations;
- Registration renewals;
- Responsibilities of drivers;
- Vehicle assignment or motor pool procedures;
- Appropriate use of state vehicles;
- Commitment to provide Staffing Support;
- Timelines for performing Replacement Analysis;
- Procedures for determining Vehicle Needs.

Agency Staffing Responsibilities

Each agency shall appoint an individual specifically responsible for the management of its fleet and for reporting to OVFM. This/these person(s) shall serve as the principal point of contact for OVFM with regard to fleet matters and may make fleet management decisions within OVFM guidelines, including, but not limited to:

- Vehicle purchase decisions
- Vehicle replacement decisions
- Preventive maintenance decisions
- Repair decisions
- Vehicle assignment and use decisions
- Disposal decisions and
- Review of reported inappropriate usages of state vehicles

Each agency chief executive is responsible for ensuring that the fleet manager is supported in implementing and enforcing the Plan. This position is responsible for reporting vehicle use data, responding to queries about the agency's fleet, preparing waiver requests, and conducting any other applicable business with OVFM. This position will also be responsible for observing and enforcing statewide fleet management policies and procedures at the agency level.

Vehicle Maintenance and Repair

Agencies are required to properly maintain and repair state fleet vehicles as necessary to keep fleet vehicles in proper working condition. Proper maintenance and repair of vehicles includes the following:

- Scheduled/Preventive Maintenance – Agencies will maintain a scheduled/preventive maintenance schedule for all vehicles in accordance with manufacturer's recommended service intervals and will coordinate scheduled/preventive services to those vehicles.
- Warranty Service – Agencies will maintain warranty information on all vehicles and coordinate all warranty service required during the life of each vehicle warranty
- Unscheduled Maintenance and Repair Services – Agencies will coordinate service for all vehicles in cases of unscheduled breakdown or in cases where the vehicle requires repairs due to collision.

Agencies should utilize the most cost effective means available to maintain agency fleet vehicles including, but not limited to, agency managed maintenance shops, other state or local government managed maintenance shops, retail maintenance facilities or state or agency contracted service locations.

Roadside Assistance

Agencies should contact Texas Roadside Assistance (1-800-525-5555) when operating a state vehicle and in need of roadside assistance. Agency personnel should inform the operator that you are from a state agency and operating a state vehicle. Agencies should include this information in their roadside assistance operating procedures.

State Vehicle Inspection

Agencies are required to ensure that all state fleet vehicles are inspected in accordance with state requirements and that all fleet vehicles maintain current state vehicle inspection stickers.

Trip Logging

Agencies should establish procedures detailing agency requirements for trip logging, where applicable. Agencies should clearly outline when trip logging is required and what data elements are required to be logged by agency personnel when utilizing fleet vehicles.

Driver Eligibility

Agencies should establish policies regarding driver eligibility, including required qualifications, training and/or certification.

Vehicle Use and Safety

Agencies should establish policies for the proper use of agency fleet vehicles, including any required driver vehicle or safety training.

Vehicle Fueling

Agencies are required to establish procedures for fueling fleet vehicles. Agencies should utilize the most cost effective means available to procure fuel for fleet vehicle including, but not limited to, agency managed bulk fuel locations, other state or local government managed fuel locations, or retail fuel establishments which accept the state fuel card and do not charge state tax.

Agencies should be sure to consider and implement existing state contracts in their procedures including use of those detailed in the Associated Policies and Guidelines section below.

Agencies may also wish to utilize Letters of agreement (LOA) or memoranda of understanding (MOU) between agencies or with other local government entities to establish contracted relationships to use fueling facilities on a chargeback basis.

In accordance with state statute, agencies should use alternative fuels whenever necessary to fuel fleet vehicles. Alternative fuels include compressed natural gas, liquefied natural gas, liquefied petroleum gas, methanol or methanol/gasoline blends of 85 percent or greater, ethanol or

ethanol/gasoline blends of 85 percent or greater, biodiesel or biodiesel/diesel blends of 20 percent or greater, or electricity, including electricity to power a plug-in hybrid motor vehicle.

Insurance / Accident Claim Coordination

Agencies needing procedures for coordination and management of insurance claims for fleet vehicles involved in accidents are to contact the State Office of Risk Management (SORM).

Maintain Vehicle Information In TxFS

Agencies are required to collect and enter required data in TxFS. TxFS serves as the state's official record of state vehicle data. It also provides state agencies the capability to monitor their fleet maintenance and other vehicle information without having to maintain a separate system, especially in the case of agencies with relatively small fleets. Required and optional data elements are found at Appendix A.

Develop Report for Legislature on Agency Alternative Fuel Vehicle Efforts

Agencies are required to report to the Legislature in their annual financial report their progress in achieving the percentage requirements in this section through:

1. The number of purchases, leases and conversions of motor vehicles
2. The usage of alternative fuels including compressed natural gas, liquefied natural gas, liquefied petroleum gas, methanol or methanol/gasoline blends of 85 percent or greater, ethanol or ethanol/gasoline blends of 85 percent or greater or electricity, including electricity to power a plug-in hybrid motor vehicle .
3. The availability of CNG, LNG, LPG, methanol, methanol/gasoline blends of 85 percent or greater, ethanol, ethanol/gasoline blends of 85 percent or greater or electricity, including electricity to power a plug-in hybrid motor vehicle.
4. Information reasonably needed to determine the air quality benefits of using alternative fuels including compressed natural gas, liquefied natural gas, liquefied petroleum gas, methanol or methanol/gasoline blends of 85 percent or greater, ethanol or ethanol/gasoline blends of 85 percent or greater or electricity, including electricity to power a plug-in hybrid motor vehicle.

Associated Policies and Guidelines

Fleet Reporting Requirements

OVFM, with the assistance of fleet managers from the agencies participating in the Comptroller's 2008 ERP Fit-Gap Analysis, developed a list of fleet data elements to meet fleet reporting guidelines. Required and optional data elements were further defined by the Plan Work Group. The required data elements are those needed for OVFM recurring reports. Optional data elements may be used by agencies to assist in making fleet management decisions and meeting the requirements of Texas Administrative Code, Title 34, Part 1, Chapter 20, Subchapter F, Rule 20.345.

Each agency must report complete vehicle information through TxFS in compliance with Texas Government Code 2171.101. An agency that fails to report complete vehicle information shall be reported to the Legislature in the OVFM annual report. Specific data collection requirements are detailed in Appendix A.

Low-Emission Vehicles Purchase Requirements

An agency shall ensure that not less than 25 percent of the ground transportation vehicles the agency purchases during any state fiscal biennium are vehicles that meet or exceed the emissions standards necessary to be rated by the United States Environmental Protection Agency as a Tier II, Bin 3 emissions standard vehicle with a greenhouse gas score of eight under regulations of that agency as they existed September 1, 2007. A ground transportation vehicle is defined as a vehicle having a Primary Purpose in TxFS of "Staff" or "Client." Examples include sedans, carry-alls, passenger vans and SUVs.

An agency is exempt from the low emissions requirement if a vehicle meeting the agency's operational needs is not commercially available or if an agency demonstrates that it will incur net cost in meeting the requirements.

This section does not apply to an agency's purchase of a vehicle to be used by a peace officer, as defined by Article 2.12, Code of Criminal Procedure, whose duties include the apprehension of persons for violation of a criminal law of this state.

Alternative Fuel Vehicle 50 Percent Fleet Size Requirement

Excluding law enforcement and emergency vehicles, agency fleets with more than 15 vehicles must operate a fleet of which at least 50% use alternative fuel. (Government Code, Chapter 2158.005) Alternative fuels include compressed natural gas, liquefied natural gas, liquefied petroleum gas, methanol or methanol/gasoline blends of 85 percent or greater, ethanol or ethanol/gasoline blends of 85 percent or greater, biodiesel or biodiesel/diesel blends of 20 percent or greater, or electricity, including electricity to power a plug-in hybrid motor vehicle.

Hybrid electric and plug-in hybrid vehicles are considered alternative fueled vehicles for the purpose of meeting the 50% requirements.

An agency that does not meet the 50% alternative fuel fleet size requirement shall submit a waiver request electronically to OVFM for each vehicle not using an alternative fuel until the number of vehicles using an alternative fuel plus the number of waived vehicles equals at least 50% of the total fleet vehicles.

OVFM will review the waiver request and will apprise the agency as to whether the waiver request is granted and annotate in TxFS accordingly.

The waiver shall be valid so long as there is no alternative fuel or no EPA certified, cost-effective alternative fuel conversion technology available.

The agency shall use the alternative fuel should it become readily available. (Government Code and Texas Administrative Code, Title 34, Part 1, Chapter 20, Subchapter F, Section 20.365.)

Alternative Fuel Vehicle 80 Percent Fuel Consumption Requirement

A vehicle capable of using an alternative fuel will use the alternative fuel at least 80 percent of the time it is driven. 80 percent is measured by the number of gallons of alternative fuel used divided by the total gallons of all fuels used in a given vehicle ($\text{Alt fuel consumed} / \text{Total fuel consumed} = 80\%$). Hybrid electric and plug-in hybrid vehicles are considered electric vehicles and do not require an 80% percent-usage calculation or waiver.

Alternative Fuel Waivers

An agency shall request a waiver for each alternative fuel capable vehicle that does not meet the 80% alternative fuel usage requirement. Each waiver request must be submitted to OVFM for approval.

To be considered for approval, a waiver request must provide sufficient justification and the agency must certify that the vehicle meets one or more of the following conditions (Texas Administrative Code, Title 34, Part I, Chapter 20, Subchapter F, Section 20.365):

1. The vehicle will be operating primarily in an area in which neither the agency nor a supplier has or can reasonably be expected to establish a central refueling station for alternative fuels;
2. The agency is unable to acquire or be provided equipment or refueling facilities necessary to operate vehicles using an alternative fuel at a projected cost reasonably expected to result in no greater net costs than the continued use of traditional gasoline or diesel fuels measured over the expected useful life of the equipment or facilities supplied;
3. The agency is unable to acquire or be provided any alternative fuel vehicles or equipment necessary for such vehicles; or
4. Conversion of the vehicle for alternative fuel use would render the vehicle unusable for its intended purpose.

OVFM will notify the agency of the waiver status and annotate in TxFS. The waiver shall be valid so long as there is no alternative fuel facility readily available. The agency shall use the alternative fuel should it become readily available. (Government Code and Texas Administrative Code, Title 34, Part 1, Chapter 20, Subchapter F.)

Retail Fuel Card Contract

Whenever possible, agencies are required to use the CCG contract statewide fuel card for all fuel and automotive repair and parts purchases other than when using state fueling facilities. The fuel card should be issued for a specific vehicle and not for an individual driver whenever possible, except in the case of law enforcement vehicles, where more than one driver may be assigned to a vehicle during multiple shifts. This allows for improved fuel cost monitoring of individual vehicles and vehicle classes and permits charges to be allocated to specific programs or agency departments or organizations. Fuel usage and type shall be reported monthly in TxFS.

Agency employees will use self-service pumps rather than full service pumps when refueling at commercial service stations.

Bulk Fuel Contract

<<HOLD FOR CONTRACT INFORMATION>>

Other Gasoline Fuels

Unless specifically prohibited by manufacturer warranty or recommendations, all state vehicles operating on gasoline shall use regular unleaded gasoline. Higher octane blends (marketed as premium, super-unleaded, plus, etc.) should be used only when recommended by the vehicle manufacturer or to reduce/eliminate engine clatter on older vehicles to prevent engine damage.

Interagency Agreements

Agencies are encouraged to develop interagency agreements to obtain maintenance, repairs and fuel where feasible. The providing agency shall furnish a copy of the agreement to OVFM no later than 30 days signature by all parties.

Best Practices

Fleet Operator Guidelines

Each agency should:

- Offer and track completion of a formal Defensive Driving course for all employees authorized to operate a state vehicle.
- Create a reference card summarizing fleet policies and place a copy of the card in every agency vehicle. Reference page numbers in your agency's complete fleet policies and procedures handbook.
- Provide drivers and operators an easy-to-understand booklet that translates complicated policies and procedures into more understandable language.
- Establish minimum driver qualifications for all employees using vehicles regularly as part of their job and for those who may only occasionally drive a vehicle in work-related activities.
- Screen drivers annually through the Department of Motor Vehicles (DMV, formerly DPS) for driving violations and license status. Set clear penalties for failure to maintain an acceptable driving record.
- Establish a formal training program to familiarize new drivers with the type of vehicle they will be driving. The program should include safe driving techniques (such as Smith School), alternative fuels, as well as information specific to the area (such as a congested campus or roadways) where the vehicle will be used.

Communications

- Improve communications with drivers and fleet coordinators. Institute regular communications such as meetings, written memos or newsletters to keep agency drivers and departmental fleet coordinators informed of changes to fleet practices, policies and procedures. Provide information that drivers and those with vehicle responsibilities can use to improve safety save money or efficiently use present resources.
- Provide a vehicle user manual with each vehicle. This should be an agency specific manual that includes:
 - Proof of insurance statement
 - Vehicle use rules or policies
 - Accident reporting procedures
 - Emergency contact telephone numbers

Maintenance and Repairs

- Rotate tires at manufacturer-recommended intervals and require drivers to check tire air pressure weekly. Assist drivers by providing a tire gauge in each vehicle. Properly inflated tires last longer and contribute to fuel efficiency. Read owner's manual for proper inflation guidelines.
- Replace brake pads and shoes before they wear disks or drums.
- Establish local agreements for service and repairs with city, county or other state entities. Municipal and state shops usually offer less expensive rates and are often faster than large commercial operations. If you operate a shop, make arrangements to provide services to other state entities when possible.
- Recycle parts from wrecked vehicles. Reuse driveline components (motors, transmissions) from totaled vehicles, where appropriate. Body components such as sheet metal and air bags can also be reused. Savings are compounded when such parts are used to refurbish a unit rather than disposing of them. Be sure to remove usable parts from wrecked vehicles as soon as possible and store for future use. Do not keep unused vehicle frames on the premises indefinitely, as they can pose safety and environmental hazards.
- Create a specific vehicle maintenance policy or schedule for each class of vehicle operated. Enforce the policies and schedules to ensure routine service is completed on time.
- Consider the benefits of establishing relationships with vehicle manufacturers. If your fleet contains several of the same make or model from one manufacturer, you should get to know the manufacturer's representatives in the areas of sales, service and engineering. These relationships can expedite service, warranty claims and information requests. If a manufacturer requests your cooperation in testing new fixes for persistent problems or new equipment, try to accommodate them.
- Track vehicle and parts warranties to achieve maximum savings on maintenance and repairs. A good warranty tracking system can prevent your agency from paying for repairs or parts that are still covered under manufacturer warranties.
- Change oil and fluid levels at manufacturer-recommended intervals. Incorporate oil change intervals with a reliable oil analysis program.

Vehicle Use

- Never overload vehicles; always stay within the manufacturer's gross vehicle weight guidelines. Overloading vehicles stresses body parts and can be dangerous, as well as harmful to the vehicle.
- Evaluate vehicle use and rotate underused vehicles within and between departments to achieve maximum use.
- Transfer high mileage pooled vehicles to maintenance and grounds departments where they will not be driven as far. This can extend useful vehicle life by several years.

Motor Pool Management

- Create a centralized motor pool(s) to help reduce fleet size. Make it available to all departments on an as-needed basis. Create sub-pools, as needed, for remote locations or departments with special needs.
- Use state vehicle rental contracts for pool units and for vehicles used infrequently or as back up units.
- Investigate partnering with other state entities in close proximity to create a joint use vehicle pool to downsize individual fleets.

Shop Management

- Use an automated parts inventory system to track parts availability. Such a system can help guarantee that frequently used parts are available when needed and can simplify ordering procedures.
- Use an automated work order system to schedule preventative maintenance, enhance shop productivity, detail repair information and update billing systems.
- Use rebuilt or recycled parts and supplies when possible. An example would be re-refined oil. Rebuilt and recycled parts are usually less expensive than new parts and may be preferable for high mileage vehicles. Sell used batteries, oil, tires and scrap metal to firms specializing in recycling these materials.
- Train technicians and encourage them to obtain continuing education and certifications. Consider being recognized as a warranty center by an original manufacturer; this will allow you to perform warranty work in your own shop. This requires technicians to be highly trained and to receive additional training directly from the manufacturer.
- Review possible cost-savings of consolidating maintenance areas into centralized shops. Possible cost-savings may result from fewer staff, bulk purchases of commonly used parts, decreased need for equipment and tools, and better control of billing procedures.

Outputs

- Agency Fleet Management Plan with agency specific policies and procedures
- Detailed fleet vehicle record in TxFS
- Report for Legislature on Agency Alternative Fuel Vehicle Efforts

Phase VI: Fleet Management

In this phase of the Fleet Vehicle Life Cycle agencies are tasked with monitoring and tracking the use of fleet vehicles to be certain they are being utilized in accordance with all appropriate statutes, policies and guidelines.

Inputs

- Agency Fleet Management Plan with agency specific policies and procedures
- Detailed fleet vehicle record in TxFS

Agency Activities:

Data Analysis and Reporting

Agency fleet managers should periodically review internal and TxFS related fleet vehicle data in an effort to evaluate whether state and agency policies and procedures for proper fleet vehicle use are being followed by agency personnel. In addition fleet managers should also utilize this data in an effort to evaluate vehicle utilization and efficiency.

Associated Policies and Guidelines

Fleet Reporting Requirements

OVFM, with the assistance of fleet managers from the agencies participating in the Comptroller's 2008 ERP Fit-Gap Analysis, developed a list of fleet data elements to meet fleet reporting guidelines. Required and optional data elements were further defined by the Plan Work Group. The required data elements are those needed for OVFM recurring reports. Optional data elements may be used by agencies to assist in making fleet management decisions and meeting the requirements of Texas Administrative Code, Title 34, Part 1, Chapter 20, Subchapter F, Rule 20.345.

Each agency must report complete vehicle information through TxFS in compliance with Texas Government Code 2171.101. An agency that fails to report complete vehicle information shall be reported to the Legislature in the OVFM annual report. Specific data collection requirements are detailed in Appendix A.

Best Practices

Fleet Management

- Large agencies should assign department or division vehicle coordinators as contact persons for departmental vehicle matters. The agency fleet director or manager should meet with vehicle coordinators to discuss their roles and responsibilities as well as policies and vehicle use issues as they arise.
- Fleet Managers should continuously monitor trade publications for improved processes, products and training materials. Use environmentally friendly products and processes whenever possible.
- Fleet Managers should consider the benefits of having your agency's fleet manager or director participate in professional educational opportunities, management conferences, trade shows and provide input to and ask questions of the Fleet User Group.

Outputs

- Complete and accurate vehicle record in TxFS
- Agency records for fleet vehicles

Texas Fleet System (TxFS)

System Description

The requirement to manage the state vehicle reporting system is found in Chapter 2171, Subchapter C of the Government Code for Vehicle Fleet Services and the General Appropriations Act of 2008-2009. On Apr. 27, 2009, the Comptroller of Public Accounts awarded a contract to Agile Assets, Inc. to implement a web-based fleet management system to fulfill this requirement, and TxFS was put into production on August 28, 2009. Fleet managers and other official users may access the system by going to: <https://txfs.ovfm.state.tx.us>.

Required Reports

OVFM is required to report annually to the Legislature on vehicle information submitted by state agencies. Additionally, it shall provide a list of state agencies that fail to report complete vehicle information. This report shall contain an inventory of agency vehicles by class of vehicle and the average cost of operation for each class of vehicle.

Not later than January 1 of each odd-numbered year, OVFM shall review agency fleet operations and report to the Legislature the status of agency fleets and recommendations for the improvement of agency fleets.

State Agency Reporting

State agencies shall submit their vehicle fleet reports on a quarterly basis between the 45th and 60th day following the end of the reporting quarter date. Agencies are encouraged to provide monthly electronic fleet data updates to OVFM.

Data Elements

Two categories of data elements exist for TxFS: Required Data Elements and Optional Data Elements. Required Data Elements are those data elements necessary for fleet managers to complete their quarterly reports on the status of their fleets. Optional Data Elements are those data elements available for use by fleet managers to assist in managing their fleets and producing various agency level fleet reports. Appendix A of the Plan contains both categories.

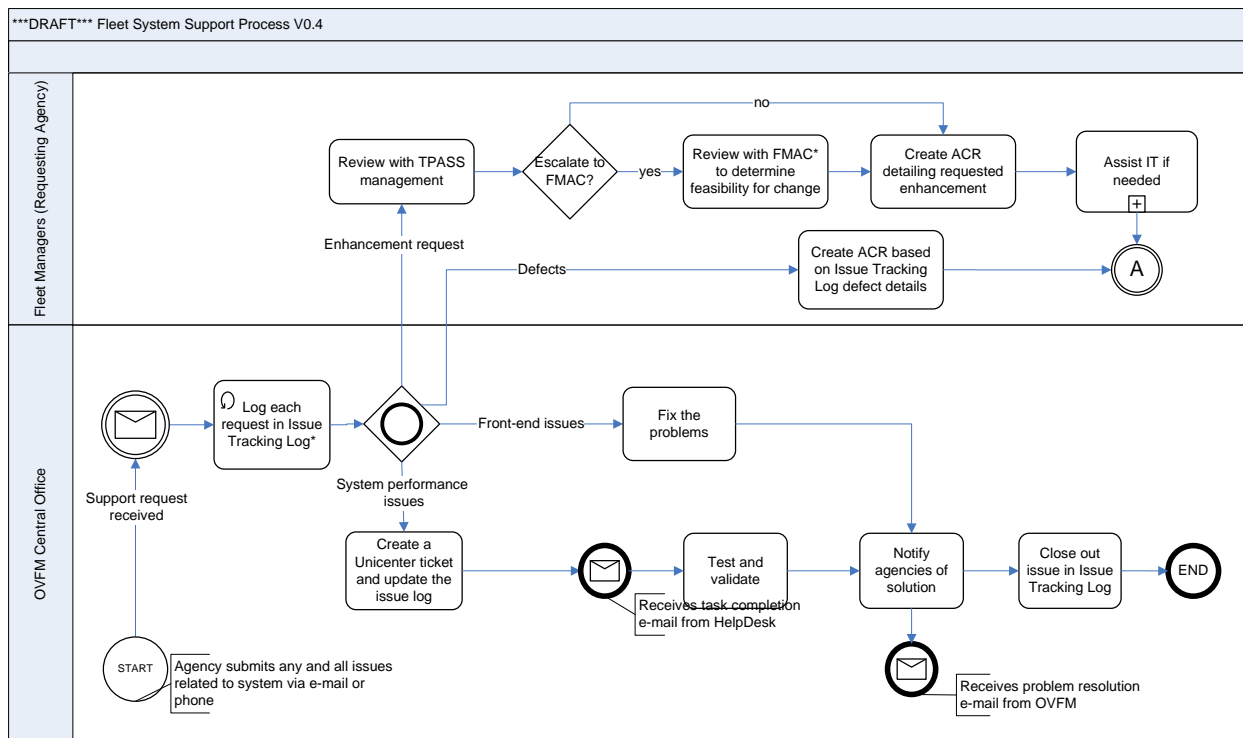
User Group

A User Group chaired by TPASS and consisting of fleet managers from Texas Department of Safety, Texas Department of Transportation, Health and Human Services, Texas Department of Criminal Justice, Texas Parks and Wildlife Department, The University of Texas at Austin, Texas A&M University, and OVFM will meet monthly to review, recommend and approve changes to TxFS as required.

Recommendations are solicited from all fleet managers and should be sent to OVFM for consideration. The priority for addressing system corrections and enhancements is:

1. Bug fixes. An obvious problem with the system wherein a function or field fails to operate and does not allow the user to complete the operation.
2. System repairs. Configuration, security (read/write access) or other minor fixes that allow the complete or easier completion of a business process or task within the system.
3. Minor Enhancements. Relatively simple system improvements which to improve the intended business process or functionality of the system, e.g., configuration changes such as screen changes, field names, field changes, etc.
4. Major Enhancements. Fairly complex system improvements to add new functionality, reporting capability or require system programming changes from the vendor.

The business process flow for addressing bugs and enhancements to TFS is depicted in the following graphic:



1. FMAC* : Fleet Management Advisory Committee (statewide)
2. Responsibilities for each role can be found at X:\CPA Projects\FY08 APPROVED PROJECTS\FY08 0A19 - TPASS Fleet Management\System Support Process
3. Issue Types:
 Front End Issues: Training, security, or profile issues that can be resolved by OVFM
 System Performance Issues: System outage or performance issues
 Defects: System feature that is not functioning per requirements
 Enhancement Request: System change to add/remove functionality.

Documentation and Training

OVFM will maintain the documentation for TxFS and post changes to those documents on the OVFM web site as they occur. Current documentation consists of **Getting Started**, the Training Tutorial; **Enterprise Asset Management System: First Steps**, the User Guide; and an

AgileAssets Fleet Management System training tutorial. These may be viewed and downloaded at: <http://www.window.state.tx.us/supportserv/prog/vfleet/datareport>.

Questions about or recommendations for documentation changes should be sent to OVFM at ovfm@cpa.state.tx.us.

Training requests should be directed to OVFM and may be provided on-site. Travel costs for training outside the metropolitan Austin area shall be paid by the requesting agency. Agency fleet managers may access a training database link located on the same web page as that for training users. This TxFS version will be kept current with the production system and regularly refreshed with current fleet data for all agencies.

Annual Support Fee

State agencies shall be assessed an annual system support fee based initially on operational fleet size (formerly fleet cap) through an electronic Interagency Contract (IAC) issued by Statewide Contracting and Procurement Programs. The FY2009 rate of \$2.50 per vehicle has been increased to \$5.35 per vehicle for FY2010 to pay for annual system maintenance and provide additional fleet manager system training. The basis for determining the operational fleet size used by CPA is a FleetFocus snapshot taken Mar. 17, 2009. Subsequent annual system support fees for FY2011 and beyond will be determined by active fleet size as reported by TxFS during the last quarter of the previous fiscal year. Agency fleet managers shall use the electronic IACs as invoices for their respective fees and are requested to forward the IACs to their appropriate accounting office and reply to the email to confirm receipt. Changes to fleet manager assignments shall be reported to OVFM. Questions regarding the annual support fee should be addressed to Statewide Contracting and Procurement Programs or OVFM.

Appendix A: Fleet Management Reporting Requirements

Required Data Elements

Data No.	Data Name	Entry Frequency	Data Description
1.	Agency Number	Once	Three-digit state agency number as defined by the CPA
2.	Parent Agency	Once	Complete name of owning agency
3.	Vehicle Identification Number	Once	Vehicle identification number as defined by the manufacturer.
4.	Year	Once	Year in which vehicle was manufactured
5.	Make/Manufacturer	Once	Vehicle manufacturer
6.	Model	Once	Vehicle Model
7.	SPA Number	Once	State Property Accounting number
8.	Meter Type	Once	Type of use tracked by the vehicle's odometer calculated in miles or hours
9.	In-service Odometer Reading	Once	Odometer reading at time vehicle is entered into state services
10.	Vehicle Class Code	Once	Vehicle type defined by SPA class code
11.	Fuel Type	Once	Fuel type used by the vehicle
12.	Acquisition Date	Once	Date vehicle was accepted or received
13.	In-service Date	Once	Date vehicle entered into use for agency operations
14.	Acquisition Cost	Once	Original cost to acquire vehicle
15.	Procurement Funding Sources	Once	Source of funds for vehicle purchases
16.	License Plate Number	Once	License plate number as listed on registration
17.	Planned Disposal Date	Once	Expected date of vehicle replacement based on Fleet Management Plan or other replacement guidelines
18.	Out-of-service Date	Once	Date vehicle permanently removed from agency service

Data No.	Data Name	Entry Frequency	Data Description
19.	Wheelbase	Once	Vehicle's wheelbase measurement as provided by the manufacturer
20.	GVWR	Once	Gross Vehicle Weight Rating provided by the manufacturer
21.	Fuel Capacity	Once	Maximum number of gallons of fuel the vehicle is capable of carrying
22.	Tier	Once	EPA overall fuel efficiency grading for a vehicle
23.	Bin	Once	EPA rating scale of 1-10 for clean fuel. It is combined with Tier for grading vehicles. 5 is average; 3 is required for agency passenger vehicles.
24.	Transmission Type	Once	Designation of manual or automatic transmission
25.	Drive Type	Once	Designation of 2 or 4-wheel drive
26.	Vehicle Emissions Rating	Once	EPA Greenhouse gas score of vehicles denoted by Tier and Bin rating as provided by the manufacturer
27.	Passenger Capacity	Once	Total number of individuals the vehicle can carry including the driver
28.	Odometer Reading at Disposal	Once	Odometer reading at time of disposal
29.	Disposal Date	Once	Date vehicle was sold or ownership was transferred
30.	Disposal Price	Once	Gross vehicle sale price or total value from other disposal method
31.	Odometer Reading	Occurrence	Most recent odometer reading
32.	Odometer Reporting Date	Monthly	Date of most recent odometer reading

Data No.	Data Name	Entry Frequency	Data Description
33.	Physical Location	Update	Location code for the facility, region, district or section where the vehicle is assigned
34.	Assignment/ Management Unit	Update	Organization to which the vehicle belongs
35.	Shop Location	Update	Location where vehicle maintenance is performed
36.	Primary Purpose	Update	Vehicle's primary purpose
37.	Primary Purpose Narrative	Update	Detailed description of the primary purpose of the vehicle
38.	Capitalized Value	Update	Total cost of vehicle (new or transferred) including conversions, components, and/or add-ons affixed to the vehicle
39.	Added Equipment Cost	Update	After market vehicle additions, such as tool boxes, cargo racks, light bars, radios, etc.
40.	Commute to Home	Update	Designation of vehicle used to commute to and from an employee's home
41.	PM / Repairs	Occurrence	Description of preventative maintenance work and repairs performed
42.	PM / Repairs Facility	Occurrence	Type of shop where the preventative maintenance or repair work was performed
43.	PM / Repairs Cost	Occurrence	Total cost of maintenance and repair work conducted
44.	PM / Repairs Time	Occurrence	Time between receipt of vehicle at maintenance facility and completion

Data No.	Data Name	Entry Frequency	Data Description
45.	Fuel Source	Occurrence	Type of fueling facility used: in-house, commercial or interagency
46.	Fuel Type Used	Occurrence	Type of fuel purchased
47.	Fuel Quantity	Occurrence	Quantity of fuel purchased, in gallons or gallon equivalents
48.	Fuel Cost	Occurrence	Total cost of fuel purchased
49.	Incidental Lubricant Cost	Occurrence	Cost of lubricants used during preventative maintenance and repairs
50.	Assignment Detail	Update	Individual or group to which vehicle is assigned
51.	Assignment	Update	Designates vehicle as assigned to an individual, group or motor pool

Optional Data Elements

Data No.	Data Name	Entry Frequency	Data Description
1.	PM Schedule	Optional	Preventative maintenance schedule
2.	Number of Tires	Optional	Number of tires needed to operate the vehicle
3.	Tire Size	Optional	Tire specifications as provided by the vehicle manufacturer
4.	Engine Oil Capacity	Optional	Engine oil capacity in quarts or liters
5.	Transmission Fluid Capacity	Optional	Transmission fluid capacity in quarts or liters
6.	Downtime	Optional	Total time vehicle was out of use during repair or maintenance work including transfer time before and after work is conducted
7.	Incidental Lubricant	Optional	Lubricants used during preventative maintenance and repairs, such as engine oil, transmission and brake fluids
8.	Incidental Lubricant Quantity	Optional	Quantity of lubricants used during preventative maintenance and repair
9.	Accident/Incident/Repair Expense	Optional	Total cost to repair damage unrelated to normal use of vehicle, e.g., weather
10.	Engine Size	Once	Engine size, in either liters or cubic inches as provided by the manufacturer
11.	Number of Cylinders	Once	Number of engine cylinders
12.	EPA MPG Rating	Once	Average mileage in the city and highway as approved by EPA and provided by the manufacturer
13.	Depreciation Rate	Once	Rate at which vehicle's value will be depreciated

Data No.	Data Name	Entry Frequency	Data Description
14.	Number of Trips	Monthly	Total number of trips vehicle completes during the month
15.	Number of Passengers	Monthly	Total number of passengers transported in the vehicle during the reported month
16.	Accumulated Depreciation	Update	Dollar amount of the vehicle's appreciated value to date
17.	Current Book Value	Update	Book value of vehicle as carried in SPA system
18.	Standard Labor Rate	Update	Standard labor rate Value of maintenance and repair work
19.	Factory installed Options	Once	Optional equipment installed by the manufacturer prior to purchase or delivery

Entry Rate Key:

Once Enter value once during life of vehicle, generally when entering a new vehicle.

Monthly Enter value monthly.

Update Update value as changes occur.

Occurrence Enter value as activities occur.

Optional May be used by agency choice.

Appendix B: Definitions

The following definitions are use in this plan and may be applied to field selections in TxFS when recording the most applicable daily use of a vehicle. If a vehicle is used for more than one purpose, select the purpose that best represents the majority of the vehicle's use time. Selecting Law Enforcement as a use selection identifies that vehicle as solely used for that purpose.

TERM	DEFINITION
Agency	Refers to all State of Texas agencies. Except where identified otherwise, the term agency shall include institutions of higher education.
CCG	Texas Council on Competitive Government.
Client Transport	A passenger vehicle primarily utilized for ground transportation of passengers in the conduct of official state business
Construction	Vehicle is used in the actual construction or repair of buildings, facilities, or roadways. This includes, but is not limited to: cranes, dump trucks, bulldozers, cement mixers and graders.
CPA	Texas Comptroller of Public Accounts
Emergency Vehicle	A vehicle used specifically for emergency operations, including municipal, industrial and private fire engines, ambulances as identified in Texas Transportation Code Section 541.201. This includes emergency vehicles designated as such by the governing body of a municipality, state accredited blood bank or tissue bank vehicles when making emergency deliveries and vehicles used for law enforcement purposes owned or leased by the federal government.
Fleet Size	Formerly called Fleet Cap, Fleet Size is the authorized fleet ceiling an agency may have without a mandated program change, requirement to meet a federal program initiative or documented program growth change or approved waiver from OVFM to increase fleet size.
Fleet User Group	Those agencies statutorily identified to support CPA in the development and management of the Fleet Management Plan and who comprise the Texas Fleet System configuration control group, including The University of Texas at Austin, Texas A&M University and the Texas Workforce Commission.
LAR	Legislative Appropriations Request.

TERM	DEFINITION
LBB	Legislative Budget Board.
Law Enforcement	Vehicle is used solely for official law enforcement purposes of a state agency or institution of higher education. This purpose includes pursuit, covert and security vehicles used for the pursuit of potential law offenders and the enforcement of state and institution laws. Vehicles used for administrative or transport purposes by law enforcement agencies, including institutions of higher education, are not designated as Law Enforcement.
Maintenance	Vehicle is used to maintain a specific building, facility, roadway or groups of structures in a specific geographic area. This includes but is not limited to: refuse collection trucks, vans or trucks used by electrical or plumbing technicians and vehicles used specifically for the conduct of custodial work. Inspection of work is not maintenance and should be considered staff transport.
Materials Transport	Vehicle is used to transport agency materials to and from state and commercial facilities while conducting official state business. Agency materials include raw or manufactured components or goods used in the official daily business of state agencies. This includes but is not limited to: lumber, paper, mail, building supplies, office supplies, machinery and equipment.
OVFM	Office of Vehicle Fleet Management.
Plan	The Texas Vehicle Fleet Management Plan
Safety	Vehicle is used to maintain safe working or environmental conditions and/or monitor for specific safety or environmental threats. Vehicles used to enforce safety or environmental codes and to investigate incidents or enforce code should be designated as Safety.
Scientific Research	Vehicle is equipped and specifically designated to conduct scientific research.
Staff Transport	Vehicle is used to transport agency personnel to and from public, state or private facilities while conducting state business.
TPASS	Texas Procurement and Support Services
TxFS	Texas Fleet System – the official electronic repository of state fleet data reporting
TXMAS	Texas Multiple Award Schedule (Texas use of GSA contracts)
Trip	The course of travel taken by a vehicle from its starting location to its final destination, including any additional stops between the starting location and final destination.

Recommendations and corrections may be sent to OVFM at: ovfm@cpa.state.tx.us.

For additional information about state fleet management in Texas visit the
TPASS web site at:

www.window.state.tx.us/procurement/

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Texas Procurement and Support Services
Comptroller of Public Accounts
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